

REQUEST FOR PROPOSALS FOR ON-SITE OWNER'S REPRESENTATIVE

STUDENT WELLNESS CENTER MONTANA STATE UNIVERSITY Bozeman, Montana AE No. 2019-02-07



Architecture & Engineering Division
Department of Administration
PO Box 200103
Helena, MT 59620-0103
&
Campus Planning, Design & Construction
Montana State University
Physical Plant – 6th Avenue & Grant Street
PO Box 172760
Bozeman, MT 59717-2760



MAY 2021

I. INTRODUCTION

The State of Montana, Architecture & Engineering Division (Owner) is seeking a qualified On-Site Owners Representative for the Student Wellness Center on the Montana State University campus.

This renovation and addition project will provide recreation, health services, and research laboratory space to support MSU's Land Grant mission of serving the sons and daughters of Montana.

The Owner administers the design and construction activities for State Projects from authorization by the legislature through the final warranty inspection. The Owner manages contracts for professional services and construction activities, directs, reviews, and approves the development of projects to ensure they satisfy using agency needs, conform to legislative intent, are within budget, and that the work product is accurate and of quality.

Construction administration services are sought to augment the Owner and assist in the coordination of the project. The service provided by the On-Site Rep will be that of an independent contractor and not as a State of Montana employee.

The Owner is qualifying Firms through an RFP process to verify Firms have the experience and expertise required to provide the services outlined in the RFP. Firm selection will be determined from the Proposals submitted in response to the RFP document, interview, and any other information sought by the Owner to assess a firm's ability to provide the service outlined in this RFP.

This Request for Proposal shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any or all responses received as a result of this RFP.

This Procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the First Judicial District, City of Helena, Lewis & Clark County.

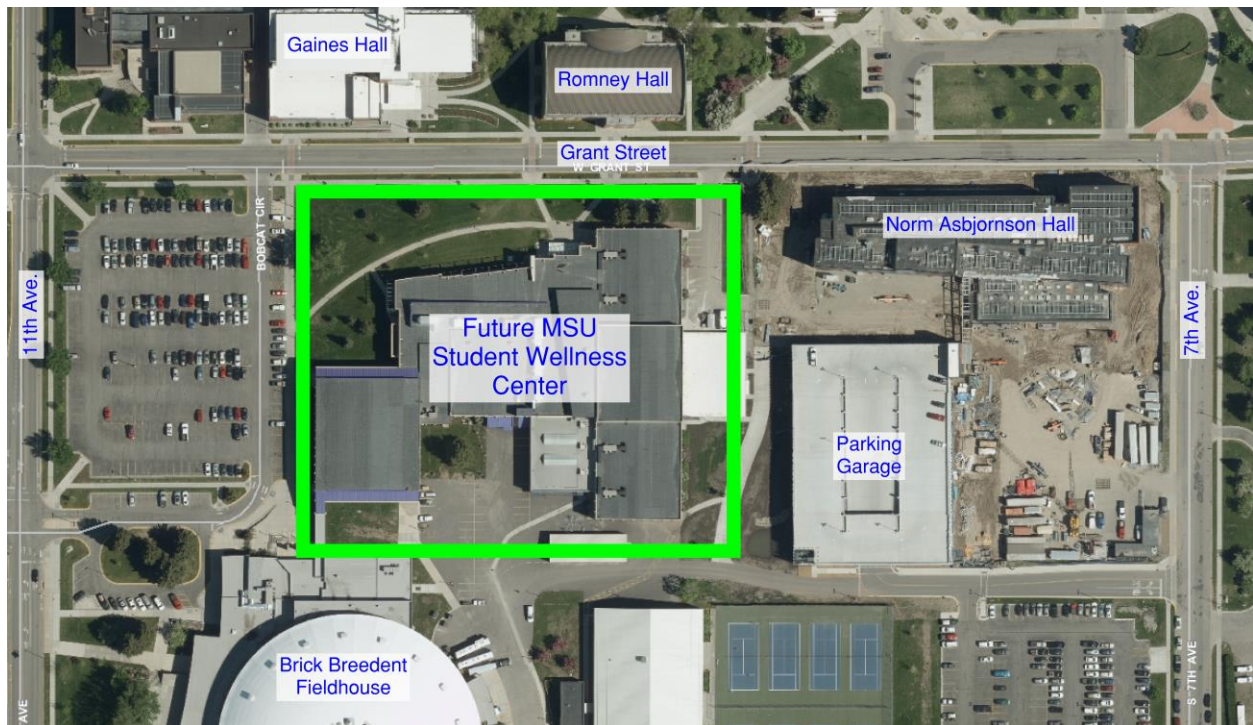
By offering to perform services under this Procurement, all Proposers agree to be bound by the laws of the State of Montana, including but not limited to applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.

II. PROJECT BACKGROUND AND DESCRIPTION

The Montana State University Student Wellness Center brings together three wellness partners into a single building: Recreational Sports & Fitness, University Health Partners (UHP), and Health and Human Performance research laboratories for the College of Education, Health, and Human Development (EHHD). The project will renovate and expand the existing Marga Hosaeus Fitness Center (MHFC), and additions to the building will house UHP and EHHD. The project also adds a new student commons that links the three building partners. The project includes renovating 91,407 square feet and adding 110,963 square feet. The existing MHFC site will be modified and improved on all sides of the building. The Student Wellness Center seeks LEED Gold Certification. Total construction value is estimated to be approximately \$50 million.

The project is located on Grant Street within the MSU campus (Current site of Marga Hosaeus Fitness Center)



For the design, the Owner has selected:

MMW
125 West Alder Street
Missoula, MT 59802
406-543-5800

The following is the intended timeline for the project. Owner reserves the right to provide notice of changes to the schedule listed herein:

Proposed Schedule:

On-Site Owners Representative Selection Process

RFP Announcement Date:	May 10, 2021
Receipt of Proposals:	2:00 p.m. on June 3, 2021
Review Proposals:	Week of June 7, 2021
Notify Shortlisted Firms:	Week of June 7, 2021
Interviews:	Week of June 21, 2021
Notify selected Firm:	Week of June 28, 2021

Low-Bid Process Approximate Schedule (Non-Public, Qualified Contractors Only)

Target Bid Documents issued:	Late May 2021
Pre-Bid Walk-through:	2 Weeks from Issuance
Bid Opening:	5 Weeks from Issuance
Project Award:	3 Weeks from Opening
Signed Construction Contract:	3 Weeks from Award

Construction

Notice to Proceed:	Late Summer 2021
Construction Duration:	Approx. 20 Months

III.GENERAL REQUIREMENTS, DUTIES AND TASKS

The On-Site Owner's Representative is expected to provide general observation, coordination, and information management to the Owner and Architect for the duration of the project and will report directly to the Owner's Project Manager. The tentative project schedule is as shown in Article II. The Owner's Representative is expected to be solely dedicated to this project and be on-site for the entire duration until the Owner's Final Acceptance.

The Proposal must sufficiently and accurately document the Proposer's ability to provide quality services consistent with the General Requirements, Major Duties, General Tasks and Cost Breakdown, as identified below:

General Requirements:

- Knowledge. Demonstration of knowledge of building construction methods, practices and standards; knowledge of construction equipment and building materials; critical path scheduling; building codes and design; inspection techniques; quality and cost control methods. Working knowledge of construction management and administration procedures.
- Abilities and Skill Requirements. Ability to read and understand construction plans and specifications and building codes; carry out administration in a timely fashion; establish and maintain effective working relationships with the Owner, Architect/Engineer, and contractors; participation in dispute resolution; effective oral and written communication skills; maintain accurate, definitive and clear documentation.
- Experience Requirements. Background and qualifications must include prior experience in project management, construction management, architecture, construction engineering or as a general contractor. Experience in managing other projects of a similar nature, size, complexity, and cost. Experience is also required in working with and understanding the State of Montana's or other governmental agencies, policies, and procedures. Describe relevant work experience on the MSU campus or other College campus'.
- Approach. Explain your management philosophy in working with the General Contractor, the Architect and the Owner. Provide a general discussion of your approach to administering a project of this size and complexity. Include examples of documents and procedures you would incorporate in your management of these projects.

Major Duties

- Review and become thoroughly familiar with A&E policies and procedures.
- Review and become thoroughly familiar with MSU policies and procedures.
- Review and become thoroughly familiar with the project plans and specifications.
- Facilitate communication between the Owner, Architect/Engineer and the Contractor.
- Perform evaluation of issues regarding the construction requirements.
- Review and evaluate submittals, RFI's, clarifications, field reports, proposal requests, change orders, field conflicts/questions, pay requests, etc.

General Tasks

- Prior to bidding, review all plans and specifications for completeness, accuracy, and constructability and provide comments to the Owner and Architect.
- After A&E projects are bid, awarded and issued a Notice To Proceed, they are assigned to an Construction Manager for administration from the pre-construction meeting through to final warranty inspection. The On-Site Rep will report directly to the assigned State Construction Manager.
- The On-Site Rep shall attend all project related meetings.
- Establish an on-site facility for the duration of the construction period.

- Establish an understanding of A&E/MSU policies, procedures, paperwork requirements, lines of authority and decision making, and the organizational structure of the project.
- Maintain communication with the Owner and the Architect throughout the project. This includes but is not limited to: writing, reading, and reviewing daily reports and other correspondence between the Contractor and the Architect, between the Owner and the Architect, attending construction meetings between contractors, meetings between the Architect and the Contractor, job site visits. Develop daily, weekly, and monthly reports regarding construction activities, costs, schedules, administrative matters, and other information significant to the project.
- Inform the Architect and Owner of all issues, potential conflicts, and problems which arise during the construction process.
- Observe the construction conditions to ensure compliance with the contract documents and Owner requirements.
- Manage the submittal review and approval process.
- Review and comment on the Contractor's construction schedule. Inform Architect and Owner of potential problems, delays, or conflicts. Integrate the Contractor's CPM schedule into the Owner's overall program time frames. Assist in enforcement of the Contractor's obligation to maintain the schedule.
- Review and comment on the Contractor's pay requests and inform Architect and Owner regarding the request's compliance with the construction progress and the submitted and approved Schedule of Values.
- Conduct inspections of the construction for compliance with the construction contract documents, building codes, etc.
- Keep daily records of work in progress, approximate crew sizes, number and types of trades working, weather and site conditions.
- When disputes arise regarding requirements of the construction contract documents, the Architect is under contract to the Owner to be the final interpreter of the contract requirements. However, it shall be the responsibility of the On-Site Rep to review the construction documents and make an evaluation of the requirements under dispute and communicate that to the Owner and Architect but not the Contractor.
- Document, analyze and make recommendations regarding claims and/or potential claims.
- Coordinate with the Architect, Contractor, and the Owner in development of change orders. Determine if the change is: in the scope of the project program; in the Owner's interest; inclusive of the appropriate level of responsibility of each party to the change; reasonable in cost if it is an increase; returning the appropriate level of reimbursement if it is a decrease.
- Work with the Architect and Owner in developing punch lists prior to substantial completion. The On-Site Rep shall also sign the Certificate of Substantial completion when punch list items are completed.
- Verify that the Contractor and Architect have complied with all requirements of the construction contract prior to acceptance by the Owner.

Cost Breakdown

- Breakdowns are requested as follows:
 - On-Site Rep furnished office space/trailer for 20 months - provide a complete breakdown of labor costs per month as well as that for administrative assistance, computer, telephone, and office space.
 - A&E/MSU furnished office space for 20 months – provide the same monthly breakdown as requested above except assume that the Owner will provide office space.

IV. SELECTION PROCEDURE / REQUIREMENTS

The selection procedure is intended to evaluate the capabilities of interested Firms to provide services to the Owner for this Project. The Proposal must sufficiently and accurately document the Proposer's ability to provide quality services consistent with the requirements identified in this RFP.

Proposals will be reviewed by the Owner and the two or three receiving the highest numeric score will be given an opportunity to give an oral presentation. A contract will be awarded to the highest scoring proposer based on both the proposal and the interview.

Non-prerequisite criteria will be rated on a scale of 0 through 5 (5 being highest rating) and weighted in accordance with the importance of each item.

Category	Rating:	Weight:	Total Possible Score:
1. Signature of Officer or Principal	----	----	Prerequisite
2. Knowledge	0-5	5	25
3. Abilities	0-5	5	25
4. Experience	0-5	5	25
5. Approach	0-5	5	25
6. Cost	0-5	5	25
TOTAL:			125

CAUTION: Firms shall NOT propose either verbally or in writing any form of donations, contributions, gifts, assistance, or offsets to the project or the University or that could have the appearance of such. Doing so may result in disqualification.

The following criteria should be addressed within the RFP response from each offeror along with whatever other items are pertinent to the project which will indicate the proposer's qualifications.:

1. Proposal signed by an officer or principal of the firm. (PREREQUISITE)

The signature requirement for the RFP response may be satisfied by the signature of a corporate officer or principal of the responding firm on a cover letter submitted WITH the RFP response.

2. Knowledge

Refer to Article III

3. Abilities

Refer to Article III

4. Experience

Refer to Article III

5. Approach

Refer to Article III

6. Proposed Fees and Costs

Refer to Article III

IV. SUBMITTAL OF INFORMATION

Electronic PDF copy to this RFP must be:

Submit RFP through the State's eMACS system,

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfMontana>

Information in addition to the RFP is acceptable.

Submissions must be submitted no later than

2:00 p.m. on Thursday, June 3, 2021

Submissions received after the deadline may result in rejection.

ALL QUESTIONS AND CONTACTS REGARDING THIS RFP MUST BE ADDRESSED **IN WRITING** (email is acceptable) BY May 28, 2021, TO:

Bob Warfle-P.E., Engineering Manager

(406) 444-0771

rwarfle@mt.gov

V. INSTRUCTIONS TO PROPOSERS

Requests for Proposals must:

1. Follow the format outlined in the Selection Procedure above.
2. Be **SIGNED** by an officer or principal of your firm.
3. Be contained in a document **not to exceed 18 sheets** total.

CLAIMS FOR TRADE SECRET AND/OR CONFIDENTIALITY:

Public agencies in Montana are required by Montana law to permit the public to examine documents that are kept or maintained by public agencies, other than those legitimately meeting the provisions of Montana's Uniform Trade Secrets Act, Mont. Code Ann. §§ 30-14-401, et seq., and that the State is required to review claims of trade-secret confidentiality.

Information separated out under this process will be available for review only by the procurement officer, the evaluator/evaluation committee members, and limited other designees. Offerors shall pay all of its legal costs and related fees and expenses associated with defending a claim for confidentiality should another party submit a "right to know" (open records) request.

For a claim of confidentiality to be considered by a public agency, all trade secret confidentiality information must be segregated and be accompanied by the Trade Secret Confidentiality Affidavit available <http://vendorresources.mt.gov/VendorForms>. This affidavit must be fully completed and submitted to the State along with the RFP, and the following conditions must be met:

- a) Confidential information (including any provided in electronic media) to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the proposal;
- b) The proposal may not contain trade secret matter or confidential information related to the cost or price; and,
- c) A full explanation of the validity of this trade secret claim attached to the affidavit.

VIII. ATTACHMENTS

None

END OF RFP